

August 15, 2024

**TO:** Emergency Services Advisory Committee

**FROM**: Ron Munds, General Manager

SUBJECT: Agenda Item 4 – 08/15/2024 ESAC Meeting

Budget Review for Fiscal Year 2024-2025 for Fund 301

## **DESCRIPTION**

This report summarizes the approved budget for Fiscal Year 2024-2025 for Fund 301.

## STAFF RECOMMENDATION

Staff recommends the following:

Review and comment (as needed) on the budget for Fund 301.

## **DISCUSSION**

The following section of the report provides a summary of the changes for the Fiscal Year 2024-2025 budget for Fund 301. More detailed line-item descriptions of each request are provided as an attachment to the report.

## Fiscal Year 2024-25 Fund 301 Budget Request Summary:

## <u>Fund 301 – Fire</u>

## **Major Requests:**

- Increase in Services and Supplies related to expenditures for Personal Protection Equipment (GL #6440)
- Insurance increases (GL #7325)
- Increase in the Vehicle Replacement Reserve (GL #9504)
- Various small incremental increases and decreases in other areas (shaded in the line-item detail).

Per Board direction, the Zone A property tax revenue allocation remains the same as last fiscal year at 41.7% which equates to \$132,239.04. There is an increase in GL 301-7234, Oxygen Supplies, from \$500 to \$1,800. Schedule A charges have been updated with the estimated amount to be \$2,819,174. The result is a \$297,251.00 increase (10.5%) over FY 2023-24 in Contract Services. The increase in cost is associated with a wage increase negotiated with the firefighter union and the reduced work week schedule from 72-hour shifts to 66 hours. This requires adding a position at the station for the required personnel coverage.

The Schedule A costs also includes a 4.71% countywide overhead charge which is being disputed by staff. The Board accepted the Schedule A costs

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minus the countywide overhead charge and directed staff to convey to the County the action taken.

Another major change is the addition of \$33,924 to the Personnel Protection Equipment (PPE) line item (6440) to fund the District share of PPE needed for Cal Fire personnel at the station. The expense coming from the operating budget will save on the administration costs for both Cal Fire and the County.

**Major Requests:** Increase in Services and Supplies related to Schedule A charges, expenditures for Personal Protection Equipment, insurance increases, legal services with various small incremental increases and decreases in other areas.

Capital Outlay for this budget decreases slightly since there is not a major vehicle replacement during the fiscal year, just the cost of outfitting of the command vehicle purchased FY 2022-23. The infrastructure CIP line item remains the same as last fiscal year. This a place holder for future capital improvements to the fire station.

There is a significant change to the Vehicle Replacement Reserve contribution. This is the result of staff, working with Cal Fire personnel, updating the Vehicle Sinking Fund calculations to better reflect the actual costs to purchase vehicles and accounting for slightly higher inflation rates in the future.

**Impact to Budget:** The increase in the Services and Supplies costs is about \$356,714 due mainly to the Schedule A charges, purchase of Personal Protection Equipment, insurance and legal services.

## Fund 301 – Summary

Fund 301 receives revenues through multiple sources with the primary sources being Zone B and the Special Fire Tax property taxes. For FY 2024-25, the Zone A contribution is 41.7% of Zone A revenue or \$132,239.04. The County has provided the District with the estimated property tax revenue for Zone B which is \$2,799,961 about a 6.5% increase over last year's budget.

As previously discussed, increases to Schedule A charges, insurance costs and the need to purchase additional equipment is driving the increases in Services and Supplies.

The Infrastructure CIP budget remains the same as last fiscal year. This a place holder for future capital improvements to the fire station. As previously stated, the vehicle purchase budget is \$40,000 to cover the cost of outfitting the command vehicle. As previously indicated, contributions to Vehicle Replacement Reserve will increase significantly from \$103,318 in 2023-24 to \$130,000. Once the revenues and expenditures projections are solidified, staff will reevaluate the Fund 301 reserves for future recommendations for contributions.

The following table summarizes the revenue and expenditures for the Fund 301 budget. The noted negative value for revenue versus expenditures will be balanced by using operating cash or reserves if and when needed. More detailed information is available in the attached Budget worksheets.

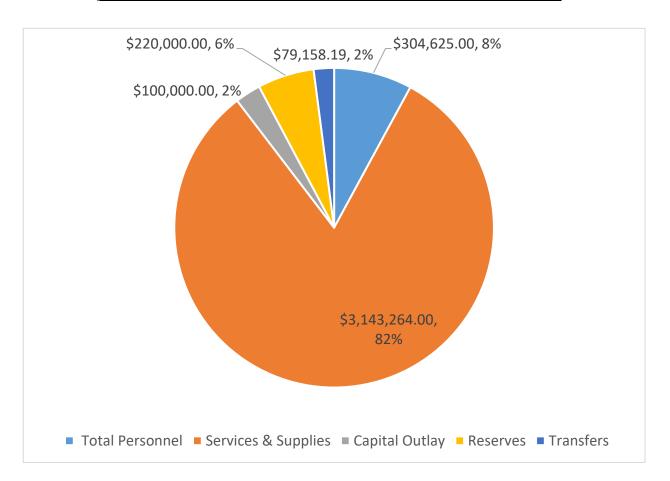
301 - Fire								
Fund 301	2023-2024 Budget	2024-2025 Budget	Increase/					
Budget Category	2025-2024 Budget	2024-2023 Budget	(Decrease)					
Revenue	\$3,584,505.00	\$3,741,184.04	\$156,679.04					
Expenditures								
Total Personnel	\$299,165.00	\$304,625.00	\$5,460.00					
Services & Supplies	\$2,786,550.00	\$3,143,264.00	\$356,714.00					
Capital Outlay	\$102,567.00	\$100,000.00	-\$2,567.00					
Reserves	\$193,318.00	\$220,000.00	\$26,682.00					
Transfers	\$75,089.28	\$79,158.19	\$4,068.91					
Total Expenditure	\$3,456,689.28	\$3,847,047.19	\$390,357.91					
Total Revenue	\$3,584,505.00	\$3,741,184.04	\$156,679.04					
Net Revenue/Expenses		-\$105,863.15						

# **Attachments**

Fund 301 Line Items Details and Reserve information Fund 301 Vehicle Replacement Sinking Fund

# FUND 301 FIRE

301 - Fire								
Fund 301 Budget Category	2023-2024 Budget	2024-2025 Budget	Increase/ (Decrease)					
Revenue	\$3,584,505.00	\$3,741,184.04	\$156,679.04					
Expenditures								
<b>Total Personnel</b>	\$299,165.00	\$304,625.00	\$5,460.00					
Services & Supplies	\$2,786,550.00	\$3,143,264.00	\$356,714.00					
Capital Outlay	\$102,567.00	\$100,000.00	-\$2,567.00					
Reserves	\$193,318.00	\$220,000.00	\$26,682.00					
Transfers	\$75,089.28	\$79,158.19	\$4,068.91					
Total Expenditure	\$3,456,689.28	\$3,847,047.19	\$390,357.91					
Total Revenue	\$3,584,505.00	\$3,741,184.04	\$156,679.04					
Net Revenue/Expenses		-\$105,863.15						



	301 - FIRE	Fiscal YTD 4/30/2024	FY 2023-2024	FY 2024-2025 Budget	Notes
REVENUES					
<b>Property Taxes</b>					
4034	Zone A Property Tax Revenue	0.00	125,105.00	132,239.04	
4037	Property Tax Zone B Received	600,555.31	790,343.00	642,637.00	
4038	Property Tax Zone B Pass thru	1,273,280.81	1,821,073.00	2,118,324.00	
4039	CalFIRE Sched A Prior Year Refunds	254,239.67	0.00	0.00	
	Total Property Taxes	2,128,075.79	2,736,521.00	2,893,200.04	
Grant Revenue	<del>-</del>				
4949	Govt-State Grants	0.00	0.00	0.00	
4956	Govt-Other St Aids & Reimbursements	0.00	0.00	0.00	
	Total Grant Revenue	0.00	0.00	0.00	
Special Taxes & Assessments					
4015	CSA 9-I Assessments (Contract)	0.00	27,508.00	27,508.00	
4050	Special Fire Tax	0.00	673,342.00	673,342.00	
	Total Special Taxes & Assessments	0.00	700,850.00	700,850.00	
Other Revenues					
4000	Ambulance Agreement	42,731.14	67,134.00	67,134.00	
4930	Other Revenue	200.00	0.00	0.00	
	Total Other Revenues	42,931.14	67,134.00	67,134.00	
Use of Money &					
4505	HO Prop Tax Relief	0.00	0.00	0.00	
4510	Investment Income on funds	102,993.79	80,000.00	80,000.00	
4511	Unrealized Change in Value	(10,372.84)	0.00	0.00	
	Total Use of Money & Property	92,620.95	80,000.00	80,000.00	
	Total Revenues	2,263,627.88	3,584,505.00	3,741,184.04	
EXPENDITURES	<u> </u>				
Personnel					
Salaries/Wages					
8295	Resv FF-Overtime/Shift Coverage	16,864.58	38,000.00	38,000.00	
8340	Resv FF-Shift Coverage	63,792.63	150,000.00	150,000.00	
8345	Resv FF-Special Projects	0.00	2,000.00	2,000.00	
	Total Salaries/Wages	80,657.21	190,000.00	190,000.00	

30	)1 - FIRE	Fiscal YTD 4/30/2024	FY 2023-2024	FY 2024-2025 Budget	Notes
Payroll Taxes & Benefits					
5020	Social Security - Employer	4,796.85	10,000.00	10,000.00	
5030	Life Insurance - ER	1,700.94	2,500.00	2,500.00	
5035	AD & D Insurance	373.24	850.00	850.00	
5050	Medicare - ER	1,169.53	2,500.00	2,500.00	
5070	Retirement ER - Regular	46,214.20	62,000.00	60,000.00	UAL 58,998, \$1000 for Legacy CalPERS employee
5102	CA Training Tax - ER	58.64	175.00	175.00	
5120	Workers Comp Insurance - ER	7,442.49	8,540.00	19,500.00	
5124	Retirement - ER - Tier 2	745.57	8,500.00	5,000.00	UAL 1336 - 14.72% for employee
	Total Payroll Taxes & Benefits	62,501.46	95,065.00	100,525.00	-
Employment Services					
5000	Medical Exams & Procedures	2,797.00	4,000.00	4,000.00	Current employees
5100	Unemployment Insurance	1,827.23	6,000.00	6,000.00	
5103	Federal Unemployment	0.00	0.00	0.00	
6200	Hiring, Advertising & Other Costs	0.00	100.00	100.00	
6230	Medical Exam	8,014.16	4,000.00	4,000.00	New Employees
	Total Employment Services	12,638.39	14,100.00	14,100.00	_
	Total Personnel	155,797.06	299,165.00	304,625.00	•
Services & Supplies					
Clothing & Uniform					
7246	Uniform & Gear	943.62	3,000.00	3,000.00	
7248	Uniform Safety Boots	0.00	2,000.00	2,000.00	
	Total Clothing & Uniform	943.62	5,000.00	5,000.00	_
Contract Services					
6100	Labor & Support-IT Services	0.00	0.00	0.00	
6110	IT Purchased Services	1,384.00	1,500.00	1,500.00	
7100	Usage		2,500.00	2,500.00	
7202	7202 Building Alarms & Security		1,100.00	1,100.00	
7204	Cleaning Supplies, Laundry & Towel Service	470.58	3,500.00	3,500.00	

3	01 - FIRE	Fiscal YTD 4/30/2024	FY 2023-2024	FY 2024-2025 Budget	Notes
7222	Hazardous Materials CW JPA Cost	2,000.00	2,500.00	2,500.00	
7500	Schedule A Charges	1,273,280.81	2,521,923.00	2,819,174.00	
	Total Contract Services	1,279,041.79	2,533,023.00	2,830,274.00	-
Equipment & Tools					
6055	Radios	0.00	2,000.00	2,000.00	
6440	Fire Personal Protection Equipment	585.00	5,000.00	73,925.00	Grant Purchase plus PPE for Regular Employees
6460	Self-Contained Breathing Apparatus	49.32	3,000.00	3,000.00	
6610	Rescue-Extrication Equipment	0.00	2,000.00	2,000.00	
6611	Water Rescue Equipment	0.00	3,000.00	3,000.00	
6630	Rope & Climbing Equipment	0.00	10,000.00	10,000.00	
7234	Oxygen Supplies & Cylinder Rent	1,416.58	1,300.00	1,800.00	Service change
7238	Paramedic & EMT Small Tools & Supplies	14,088.43	27,000.00	27,000.00	
7242	Minor Tools, Accessories & Field Machines	2,772.77	6,800.00	6,800.00	
7252	Misc Hardware	35.38	1,200.00	1,200.00	
	Total Equipment & Tools	18,947.48	61,300.00	130,725.00	_
inancial Services					
7309	Late Fees	0.00	10.00	10.00	
7310	Bank Service Charges	0.00	36.00	0.00	
9154	Losses and Damages	0.00	50.00	50.00	_
	Total Financial Services	0.00	96.00	60.00	
ns., Licenses & Regulatory Fees					
	Computer Hardware/Software/Licenses	0.00	2,000.00	2,000.00	
6120					
6345	Property Taxes & Assessments Costs	8,207.29	7,200.00	8,400.00	
7325	Insurance	64,488.83	64,500.00	74,550.00	Estimate up 15.57%
	Total Ins., Licenses & Regulatory Fees	72,696.12	73,700.00	84,950.00	-
egal & Professional					
7320	Professional & Consulting Services	3,971.92	8,000.00	8,000.00	

30	1 - FIRE	Fiscal YTD 4/30/2024	FY 2023-2024	FY 2024-2025 Budget	Notes
7326	Legal Services	6,122.32	10,000.00	15,000.00	
7340	Legal Notifications & Mandated Advertising	0.00	1,500.00	1,500.00	Includes Weed Abatement notifications
	Total Legal & Professional	10,094.24	19,500.00	24,500.00	_
Office/Operations					
7140	General Supplies & Minor Equipment	4,224.21	5,000.00	6,000.00	Increasing Costs
7160	Postage, Shipping & Mail Supplies	769.41	2,000.00	2,000.00	
7216	Fire Prevention Education Materials	0.00	1,800.00	1,800.00	For Fire Safety Fair
7226	Membership & Dues	0.00	300.00	300.00	
7230	Misc Small Parts & Supplies	64.75	1,000.00	1,000.00	
7240	Propane	250.00	300.00	300.00	
	Total Office/Operations	5,308.37	10,400.00	11,400.00	<del>-</del>
Other Expense					
7201	White Goods & Accessories - bedding, towels	0.00	500.00	500.00	
7209	District Operating Center Expense	0.00	200.00	200.00	
7218	Cooking Products - Food, Drinks & Staples	511.97	500.00	500.00	
7224	Kitchen Cookware & Utensils	427.50	800.00	800.00	
7330	Misc Operating Expenses	1,374.45	1,000.00	1,000.00	_
	Total Other Expense	2,313.92	3,000.00	3,000.00	
Rent & Utilities					
6000	Cell Phones	670.58	910.00	910.00	
6025	Telephone	1,767.44	2,400.00	2,400.00	
8610	Electric	2,459.32	2,460.00	2,460.00	
8620	Gas Service	1,430.85	2,500.00	2,000.00	
8630	Trash Services	2,369.39	2,800.00	2,800.00	
8640	Water and Water Services	4,023.07	6,000.00	6,000.00	
8659	Utility Cable Charges	1,380.82	2,200.00	2,000.00	
8670	Street Lighting  Total Boot & Utilities	105.81	135.00	135.00	_
Danaira 9 Maintanana	Total Rent & Utilities	14,207.28	19,405.00	18,705.00	
Repairs & Maintenance 6400	R & M - Air Compressors	0.00	500.00	500.00	
6405	R & M - Extinguishers	525.92	526.00	800.00	
6640	R & M - Equip & Other Non- Structural Fixed Assets	3,334.74	3,000.00	3,750.00	

3	801 - FIRE	Fiscal YTD 4/30/2024	FY 2023-2024	FY 2024-2025 Budget	Notes
6750	R & M - Minor Tools & Equipment	0.00	1,600.00	1,600.00	
6775	R & M -Operation/Field Equipment	23,426.92	24,500.00	10,000.00	
6800	R & M - Grounds & Collection Systems	0.00	1,600.00	1,600.00	
6900	R & M - Buildings & Structures	10,257.37	28,000.00	15,000.00	
	Total Repairs &	37,544.95	59,726.00	33,250.00	-
Travel & Training					
6300	DMV Driv Lic Class B	0.00	0.00	0.00	
7141	CERT Training Supplies	0.00	100.00	100.00	
7323	Books, Publications & Subscriptions	394.64	400.00	400.00	
7324	Education, Training, Seminar	0.00	400.00	400.00	
8405	Reserve FF Training Costs	0.00	500.00	500.00	
	Total Travel & Training	394.64	1,400.00	1,400.00	-
	Total Services & Supplies	1,441,492.41	2,786,550.00	3,143,264.00	•
Capital Outlay					
9006	Infrastructure CIP	33,273.95	62,567.00	60,000.00	
9085	Vehicle Purchase	0.00	40,000.00	40,000.00	For outfitting Command Vehicle
	Total Capital Outlay	33,273.95	102,567.00	100,000.00	-
Reserves					
9504	*Vehicle Replacement Reserve	0.00	103,318.00	130,000.00	See Vehicle Sinking Fund
9572	*General Contingency (Operations) Reserve	0.00	90,000.00	90,000.00	
	Total Reserves	0.00	193,318.00	220,000.00	-
TRANSFERS	i otai itosoi ves	0.00	100,010.00	220,000.00	
9511	Interfund Transfer Out	62,574.40	75,089.28	79,158.19	
	Total Transfers	62,574.40	75,089.28	79,158.19	-
	Total Expenditures	1,693,137.82	3,456,689.28	3,847,047.19	-



#### Los Osos Community Services District

UNIT # Vehicle/Assumptions  3411 Command 2023 Term=8Yrs; 3.5% A	FY18-19 Replaced 80,000	FY19-20 82,400	FY20-21 84,872	FY21-22 87,418	FY22-23 Replaced 90,041	FY23-24 92,742	FY24-25 95,988	FY25-26 99,347	FY26-27 102,825	FY27-28 106,423	FY28-29 Replace 110,148	FY29-30 114,004	FY30-31 117,994	FY31-32 122,123	FY32-33 126,398	FY33-34 Replace 130,822	FY34-35 135,400	FY35-36 140,139	FY36-37 145,044	FY37-38 150,121	FY38-39 Replace 155,375	FY39-40 160,813	FY40-41 166,442	FY41-42 172,267	FY42-43 Replace 178,296	FY43-44 184,537	FY44-45 190,996	FY45-46 197,680	FY46-47 204,599	FY47-48 Replace 211,760	FY48-49 219,172	Future Replacements 2054/2055
U15 Utility 2003 Term=10Yrs: 3.5% A	65,017	66,968	68,977	71,046	73,177	Trans 75,373	78,011	3411 80,741	83,567	86,492	89,519	92,652	95,895	99,251	Trans 102,725	ferred from 106,320	3411 110,042	113,893	117,879	Trans 122,005	sferred from 126,275	3411 130,695	135,269	Trans 140,004	ferred fron 144,904	149,975	155,225	160,657	Trans 166,280	ferred from 172,100	178,124	2054/2055
MS 15 Rescue Squad 2017 Term=15yr; 3.5% A	185,658	191,228	196,965	202,874	208,960	300,000	310,500	321,368	332,615	344,257	356,306	368,777	381,684	395,043	Replace 408,869	423,180	437,991	453,321	469,187	485,608	502,605	520,196	538,403	557,247	576,750	596,937	617,829	639,453	661,834	Replace 684,999	708,973	2062/2063
E 215 Engine 2013 (Equip too) Term=15yr; 4.5% A	669,662	693,100	717,359	742,466	768,453	980,000	1,024,100	1,070,185	1,118,343	1,168,668	1,221,258	1,276,215	1,333,645	1,393,659	1,456,373	1,521,910	1,590,396	1,661,964	Replace 1,736,752		1,896,577	1,981,923	2,071,109	2,164,309	2,261,703	2,363,480	2,469,836	2,580,979	2,697,123	2,818,494	2,945,326	2051/2052
E 15 Engine 2021 (Equip too) Term=15Yr; 4.5% A	672,913	696,465	720,841	Vas Replace 746,071	772,183	1,000,000	1,045,000	1,092,025	1,141,166	1,192,519	1,246,182	1,302,260	1,360,862	1,422,101	1,486,095	1,552,969	1,622,853	1,695,881	ansfer to E2 1,772,196	1,851,945	1,935,282	2,022,370	2,113,377	2,208,479	2,307,860	2,411,714	2,520,241	2,633,652	2,752,166	2,876,014	3,005,434	2051/2052
Replacement Cost	80,000			761,300	90,041						110,148		117,994		408,869	130,822			1,772,196		155,375				178,296					896,759		
Net Cost	80,000			761,300	90,041						110,148		117,994		408,869	130,822			1,772,196		155,375				178,296					896,759		
Cumulative Replacement Costs	80,000			841,300	931,341						1,041,489		1,159,483		1,568,352	1,699,174			3,471,370		3,626,745				3,805,041					4,701,800		

Contribution Each Fiscal Year B	121,644	85,000	89,250	93,713	98,398	103,318	130,000	136,500	143,325	150,491	158,016	165,917	174,212	182,923	192,069	201,673	211,756	222,344	233,461	245,134	257,391	270,261	283,774	297,962	312,861	328,504	344,929	362,175	380,284	399,298	419,263
Sinking Fund Balance	705,352	710,352	799,602	132,015	140,372	243,690	373,690	510,190	653,515	804,006	851,874	1,017,790	1,074,009	848,063	909,311	1,110,983	1,322,740	1,545,084	6,349	251,483	353,499	623,760	907,534	1,205,496	1,340,060	1,668,564	2,013,492	2,375,667	2,755,951 2,	258,491	2,677,754

ŀ	Sinking Fund Balance 705,352 710,352 799,602 132,015 140,372 243,690 373,6	510,190 653,515 804,006 851,874 1,017,790 1,074,009 848,063 909,311 1,110,983 1,322,740 1,545,084 6,349 251,483 353,499 623,760 907,53	4 1,205,496 1,340,060 1,668,564 2,013,492 2,375,667
	Notes  A 3.5% and 4.5% Inflation rates based on current information - starting in FY 24/25, subject to change.  Sinking fund contributions increased by 5% each year, as of 17/18  C cost of replacement E2/15 engine is offset by estimated selling price of \$20,000 in FY20/24.  Removed selling price from the equation based on previous trends, (Example Fire Truck sold for 5k instead of: Due to a Utility Truck getting minor useage, and the Command Vehicle being used much more frequently, the District is gring to purchase a new command vehicle every 5 years, and take the Command vehicle and have it replace the Utility Vehicle. Similar to how the new Fire Engine is downgraded to ME 215, Expense to the District is only to the same as in this betwo trucks every 5 to 1 years which is what the budget is for it now.  It is not to the same as in this betwo trucks every 5 to 10 years which is what the budget is for it now.  It is not to the same as in the Department touck to 1M and 580,000. Based on cost of Fire Truck purchases by brown fire in FY 23/24.	Fiscal Year  Autor Schedule  Part Replace U15 with 3411 after the 3411 replacement is outfitted. No cost as Command Vehicle is outfitted with everything U15 needs  Replace 3411. Command Vehicle - either transfer to U15 or sell previous command vehicle  Replace 3411. Command Vehicle - either transfer to U15 or sell previous command vehicle  Replace 2411. Command Vehicle - either transfer to U15 or sell previous command vehicle  Replace 3411. Command Vehicle - either transfer to U15 or sell previous command vehicle  Replace 3411. Command Vehicle - either transfer to U15 or sell previous command vehicle  Replace 3411. Command Vehicle - either transfer to U15 or sell previous command vehicle  Replace 3411. Command Vehicle - either transfer to U15 or sell previous command vehicle  Replace 3411. Command Vehicle - either transfer to U15 or sell previous command vehicle  Replace 3411. Command Vehicle - either transfer to U15 or sell previous command vehicle	
	O'Quouny mile in 17 2024  Change replacement cost of Rescue Squad Truck to \$300,000 based on Chief Provence recommendation lancases Contribution for FY 24/25 by 25.52% to ensure the District has enough funds for replacement cost in future FY, and then leave 55 contribution increase each FY following.		